

**City of Santa Clara**

Building Division  
1500 Warburton Ave.  
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Building Division: 408-615-2440  
Email: Building@santaclaraca.gov

Permit Center: 408-615-2420  
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Automated Inspection Scheduling System: 408-615-2400

**PHASED PERMIT AND THIRD PARTY REVIEW REQUEST**

PLAN CHECK NUMBER: BLD20\_\_\_\_\_ Date of request: \_\_\_\_\_

Building address: \_\_\_\_\_ Type of construction: \_\_\_\_\_

Proposed work: \_\_\_\_\_ Type of occupancy: \_\_\_\_\_

Phased permit is used to review plans and issue building permits in stages. After receiving the third party approved foundation/structural package, the City can complete the first plan check within two weeks. Other City departments' approvals are still required prior to partial permit issuance. The applicant shall coordinate the departmental approval, fees, back check and paperwork in order to obtain the foundation/structural permit for construction. In the mean time, the other aspects of design and drawings can be developed and resubmitted to Third Party for review and approval. Since additional fees and coordination is required, only major new/addition building projects can use this procedure.

To request a phase permit review the applicant will complete the following information:

Third Party Plan Check Agency: \_\_\_\_\_

Third Party Building Plan Checker Name: \_\_\_\_\_

Third Party MEP Plan Checker Name: \_\_\_\_\_

The City will review the qualifications of the above plan checkers prior to approving the Third Party Review request.

Name of applicant (print): \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The applicant is authorized to sign the request and must fully understand the procedure. **By signing the request, the applicant will take the responsibility for making any revisions or alternations necessary due to the subsequent plan reviews.**

Approved by: \_\_\_\_\_ or Disapproved by: \_\_\_\_\_